

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

AGPA

POSITION NUMBER:

800-806-5393-707

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CCLD / TAPB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

TAB/Adult Care Policy & Systems Section

SUPERVISOR'S NAME:

Seton Bunker

SUPERVISOR'S CLASS:

SSM I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S SIGNATURE

DATE SIGNED

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position directly supervises.

N/A

Total number of positions for which this position is responsible:**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification this position leads.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will perform analytical duties in the Adult Care Policy & Systems Section. The AGPA may function independently and/or as a team leader/member in the conduct of policy and administrative support to the Community Care Licensing Program. The AGPA is required to develop and write regulations, policies, and procedures independently and with other program sections. Strong writing skills are required.

A. RESPONSIBILITIES OF POSITION:

- | | |
|-----|--|
| 35% | Develop and revise regulations, licensing policies, and procedures to meet program needs. |
| 25% | Review proposed legislation and prepare detailed written analyses. Monitor proposed legislations as it is amended during the legislative session. |
| 15% | Provide consultation and guidelines to licensing staff in Regional Offices, to assist them in the licensing evaluation process and to ensure consistent application of policies and procedures on a statewide basis. |
| 15% | Plan, develop, and oversee implementation of procedures or programs related to new legislation, policy and regulations, and provide training or consultation to field and training staff. |
| 5% | Represent the Department at meetings and conferences with other Divisions in the Department and with public entities. |
| 5% | Other duties as assigned. |

B. SUPERVISION RECEIVED:

The AGPA receives supervision from and reports to the SSM I of the Adult Care Policy & Systems Section. Assignments and final products are reviewed for completeness and consistency by the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

NONE.

D. PERSONAL CONTACTS:

The AGPA has frequent contacts, and must constantly coordinate with staff in the other program policy staff, the Department's Legal and Legislation divisions, and staff at all levels from other Divisions within the Department. The AGPA will assist management staff in representing the Bureau at meetings with licensing staff, other Divisions, other Departments, with providers, with the public, as well as staff from various public and private organizations.

E. ACTIONS AND CONSEQUENCES:

Failure to perform duties and services of this position well could result in failure of the Division and the Department to meet its program mandates.

F. OTHER INFORMATION:

AGPA acts as lead to less experienced analytical staff and support staff in the absence of SSM I.